

ASSISTANT HAZARDOUS MATERIALS CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the support services of fire department operation that include responsible planning, supervisory, and administrative duties. Primary tasks include supervision and training of all subordinate employees in the Hazardous Materials Division, training of other department personnel who may be required to deal with hazardous materials incidents, coordination of the efforts of any related agencies who may be called in to assist with hazardous materials incidents, assisting in the preparation of emergency response plans, and performing public relations duties such as making talks before interested community groups. Employees of this class report directly to the Hazardous Materials Chief who reviews and directs the work of this class. The class ranks directly below that of Hazardous Materials Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists regular fire line companies at the scene of an emergency involving hazardous materials; identifies materials unfamiliar to regular fire fighting companies, determines if the fire can be extinguished and if there is possibility of an explosion. Calls for assistance from experts in identifying or containing hazardous materials. Coordinates radio response and operations of the fire department, civil defense, police, and any related agencies called out for assistance. Operates a mobile hazardous materials unit.

Assists the division head and administration in preparing a contingency plan to assure the safety of citizens and property in the event of a hazardous materials emergency.

Keeps records concerning areas of production, use, or storage of hazardous materials, records of individuals or resource groups that can be called for information and assistance with hazardous materials emergencies, records of owners or designated representatives of facilities concerned with hazardous materials, and any other related records required.

Conducts training in hazardous materials for any assigned department employees or outside organizations. Prepares lesson plans and develops or collects teaching material. Keeps records of training.

Gives talks, lectures, or demonstrations on the work of the division before school, civic, or other interested groups.

Supervises any subordinate employees assigned to the division, either on a permanent or temporary basis.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Hazardous Materials Officer.

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